

PUBLIC WORKS ENERGY COMMUNICATIONS INTERNSHIP

The City of Virginia Beach's Department of Public Works, Facility Management Division, is seeking a student for a part-time internship to assist with communication of energy conservation and other City initiatives. The Public Works Energy Office monitors energy use, drafts goals for future energy use, implements new energy-saving measures, and maintains the energy software/bill payment program. This position will assist the Energy Office with several energy management initiatives.

We are seeking a talented student who demonstrates excellent problem-solving, analytical, written, and oral communication, and interpersonal skills that may be utilized in the following position:

Energy Communication Intern:

Duties:

- Developing content for presentations, training, website pages, press releases, and other written material.
- Researching and analyzing comparable energy programs.
- Attending energy-related meetings and taking notes to aid in communication planning.
- General Office duties as assigned.



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Minimum Qualifications:

- Experience with Microsoft Office including Word, Excel, Outlook, and PowerPoint, is required.
- Excellent interpersonal communication skills.
- Excellent writing, critical thinking, and analytical skills.
- Proficiency in Microsoft Office and Adobe programs
- Ability to demonstrate initiative, resourcefulness, and the ability to work independently and as part of a team on multiple assignments with minimal supervision.

Preferred skills and experience

Adobe Captivate and virtual training development.

Required Education:

Major or minor (or declaration thereof) in marketing, communications, sustainability, earth sciences, environmental sciences, or a related field. Preferably in their Junior or Senior year of studies.

Application Deadline: Open until Filled





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Compensation (depends on academic year):

- Freshman/Sophomore: \$15/ hour
- Juniors/Seniors: \$16/ hour
- Graduate Students: \$17/ hour

Additional Information: The internship is to start as soon as filled. Candidates will work a 16 to 25-hours a week depending on availability. Flexibility for school schedules is allowable. The duration of the internship is to be 16 weeks ending no later than 5/31/24. Flexibility for school schedules is allowable. The applicant is responsible to provide their own transportation to work and housing during the internship.

Application Process:

Interested candidates will need to complete an application for the Internship Program (*Requisition # 40270*) by visiting www.vbgovcareers.com. On the application you are able to specify the program area you are interested in.

Please include a resume, cover letter and transcripts (unofficial will be accepted). Incomplete applications will not be considered for the internship program. Interviews will be scheduled for qualified applicants.

References may be requested at time of interview. If you have any questions regarding this posting, please contact PWInternship@vbgov.com.

[Click Here to Apply](#)

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